

OFFICE OF REPORTS AND ESTIMATES
OPERATING PROCEDURE - NOTICE NUMBER: 25

17 March 1950

SUBJECT: CIA Library, Book Procurement Policies and Procedures

1. This information on the book procurement policies and procedures of the CIA Library is published for temporary guidance and aid. In the near future the library expects to complete revision of ~~some~~ of these policies and procedures and will publish a ^{revised instructions.} ~~detailed description of their status as revised.~~

2. The Library orders heavily in subject and language categories of books that ~~normally produce~~ ^{contain} a high percentage -- 30 to 45% -- of unobtainable items. These procurement failures result because some items are out of print, accurate bibliographic information and service from remote ports are not always obtainable and for ~~more sensitive~~ ^{other} reasons.

3. The Library follows a conservative policy on cancellation, its files containing orders outstanding for as long as two years. Cancellation is not made without the requestor's permission. Before cancellation, items that have been ordered domestically are reordereed with vendors in New York who specialize in searching for obscure items. Books ordered from overseas sources are traced at the initiative of the requestor. However, the Library does not have control over or direct communication with procurement personnel abroad.

4. Chief, Information Control Branch, ORE, is a member of the CIA Document Procurement Committee, which advises the CIA Library on procurement matters. ORE requestors are urged to refer to him

problems arising in the procurement of publications.

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① ORE Notice as requested.

② Except for the addition of para 4, the Memo. for DAO/ORE I've let stand - since it contains some info of interest to [redacted] but not suited to inclusion in the ORE Notice.

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